Sponsored Programs Administration
Buzz Session
March 25, 2015

Agenda

• Proposal preparation
• Just in Time
• Post award
• Electronic systems

Proposal Preparation
Does this proposal need to go through SPAdmin? It’s not for research. It’s not federal.

Decision tree

Sponsored projects can be for
• Research
• Public service
• Instruction

Sponsored projects can be funded by
• Federal agencies
• State agencies
• Foundations
• Pharmaceutical companies
• And more

Does this “pre-proposal” need to go through SPAdmin?

• Agreeing to terms and conditions
• Budget
• Next step in application process
• Electronic submission portal

Who can be PI on a grant application?

• NIH parent announcement
  • Any individual with the skills, knowledge, and resources necessary to carry out the project
  • Program announcement
  • Department policy
When do you want to see the proposal?

- Notify SPAdmin of plan to submit at least two weeks before the deadline
- Proposals are due to SPAdmin at least three whole business days before the deadline
  - Also internal forms
- Additional time needed
  - Complex program project grant
  - International collaboration
  - Limited submission
  - Subcontract-out
  - Voluntary cost-sharing

The PI isn’t traveling to another country; foreign nationals are coming to UNMC – so there are no “exports,” correct?

“Deemed exports”
- Transfer, release, or disclosure to foreign persons in the United States of technical data about controlled commodities
- A license or license exception might be required to transfer “technology” or “technical data”

This program accepts only one application per institution. Can my PI apply?

- Contact SPAdmin no later than two months before the deadline
- If more than the eligible number of PIs notify SPAdmin of their intent to submit, SPAdmin will coordinate with the VCR office to determine the applicant(s) one month before the deadline
- If all of the PIs are in the same college, the Dean of that college will make the determination
Can we treat this subaward more like a contract?

Subrecipient
- Has performance measured in relation to whether objectives of the grant were met
- Has responsibility for programmatic decision making
- Is responsible for adherence to applicable federal requirements
- Uses federal funds to carry out a program for a public purpose

Contractor
- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the grant
- Is not subject to compliance requirements of the Federal program

What do you need for a subcontract-out?

- Intent to Form a Consortium, signed by an authorized official of the subrecipient organization
  - Subrecipient's standard form, or
  - UNMC's template, or
  - PHS 398 Form Page 1 (face page)
- Statement of Work
- Detailed budget, with F&A cost calculation
- Budget justification
- Contact information
  - Intent to Form a Consortium may provide this information, or
  - FDP Attachment 3
  [http://sites.nationalacademies.org/pga/pag_gateway/refveillance/56051.pdf](http://sites.nationalacademies.org/pga/pag_gateway/refveillance/56051.pdf)

This is a small grant that cannot afford PI salary. Should the PI effort be zero? We know how you feel about cost-share.

- PI is responsible for the project
- Appropriateness of grant mechanism
- UNMC Sponsored Project Cost Share policy 6104 does not allow for voluntary committed cost sharing without VCR approval
  - Exceeding the sponsor’s mandated level for cost sharing rarely improves the likelihood of an award
  - Identifying, tracking, and reporting cost-sharing increase administrative duties
  - Cost-sharing salary reduces the amount of salary eligible to be recovered from other sponsors
  - Cost-share commitments negatively impact negotiation of UNMC’s F&A rate
Can I wait to see if the proposal is funded before doing the internal forms?

- Information
- Authorization
- Tracking

What F&A rate should I use?

- Federal negotiated rates
  - In effect for the entire cycle
- Sponsor rate
  - e.g., 8% for some PHS training programs
- Other rate
  - F&A waiver

Are my margins OK?

NIH
- Arial, Helvetica, Palatino, Linotype, or Georgia
- At least 11 points
- No denser than 15 characters per linear inch
- No denser than 6 lines per vertical inch
- One-half inch margins on all sides
- Commons inserts headers and footers

NSF
- Arial, Courier New, or Palatino Linotype at least 10 points
- Times New Roman at least 11 points
- Computer Modern family at least 11 points
- No denser than 6 lines per vertical inch
- One inch margins on all sides
Just in Time

Other Support: The PI’s effort on active projects in less than 12 person months. Why do I have to make any changes? Why is this not-funded proposal still showing as pending?

Prior approval required:
• Reduction of the level of effort devoted to project by 25 percent or more from what was approved in the initial competing year award

Notification recommended:
• Incremental changes in effort due to funding reductions

Can you link my IACUC protocol to my grant?

Protocol Assessment Liaison assess congruency:
• Identification of the species and approximate number of animals to be used
• Rationale for involving animals, and for the appropriateness of the species and numbers use
• Description of the proposed use of animals
• Description of procedures designed to assure that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research, and that analgesic, anesthetic, and tranquilizing drugs will be used where indicated and appropriate to minimize discomfort and pain to animals
• Description of any euthanasia method to be used
**COI:** Who needs to disclose? How long is training good for?

2011 PHS regulations
- "Investigator" = any person, regardless of title or position, who is responsible for the design, conduct, or reporting of research
- Must complete training every four years

**Post Award**

The sponsor’s policies are less restrictive than UNMC’s. Can I charge this?
What is the significant of “25?”

25%
• Rebudgeting
• Carry-forward
• PI engagement
• Key personnel effort

$25,000
• Modular budgets
• Consortium F&A included in UNMC’s F&A base

If we do this, do we have to tell the sponsor?

Prior approval required:
• Change in scope
• Change in key personnel
• 25% reduction in PI’s time
• Rebudgeting from participant support
• New subcontracting
• Changes in cost-sharing

“Expanded authorities:”
• 90-day pre-award spending
• One-time NCE of up to 12 months
• Carry-forward of unobligated balances

No inventions were produced under this grant. Do I have to do an invention report?

UNeMed
• iEdison

SPAdmin
• Final invention report

Bayh-Dole Act
• Allows universities to retain ownership of the inventions made under federally funded programs
• Gives the government a license to practice the subject invention
• Requires universities to file for patent protection and to ensure commercialization upon licensing for the benefit of public health
Electronic Systems

Are we registered in the CCR? Do I need to register in Grants.gov?

System for Award Management (SAM) replaced:
• Central Contractor Registry (CCR)
• Online Representations and Certifications Application (ORCA)
• Excluded Parties List System (EPLS)

UNMC maintains registrations in:
• SAM
• Grants.gov

Institutional information
• http://www.unmc.edu/spa/institutional_information.htm

What can I do in ADIS?

✓ Internal forms for new proposal
✓ Internal forms for progress report
✓ Generate Other Support
☐ Generate biosketches
☐ Initiate re-budgets
✓ Initiate NCEs
✓ Initiate closeouts
What can I do in the Commons?

- Just in Time
- RPPR
- Administrative supplements
- Grant transfers-out
- “Appoint” and “terminate” fellowships
- Closeouts

Can you see my proposal in ProposalCentral?

Institution
- Board of Regents of the University of Nebraska
  University of Nebraska Medical Center

Signing Official
- Deborah Vetter (spadmin@unmc.edu)

Financial/Fiscal Officer
- Linda Vondras (lvondras@unmc.edu)

Do you want my PI's username and password?

UNMC policy 6051
Computer Use/Electronic Information
http://wiki.unmc.edu/Computer_Use/Electronic_Information
- No one should use the ID or password of another, nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs
- Your password should only be given to Information Technology Support Personnel upon presentation of identification
Questions